Memorandum

City of Tempe



Human Resources Department

Date:

April 9, 2012

Subject:

Unclassified Service

In accordance with the City of Tempe Personnel Rules and Regulations, the following staff positions, as determined by the City Manager, are Unclassified, At-Will:

City Attorney

City Attorney

Deputy City Attorneys

City Manager

Assistant City Manager

City Manager

City Clerk

City Clerk

Deputy City Clerk

Community Development

Business Development Officer

Community Development Director

Deputy Community Development Directors

Community Relations

Assistant to the City Council

Assistant to the Mayor

Communications and Media Relations Manager

Community Relations Administrator

Neighborhood Program Manager

Sr. Mayoral/Council Aide

Effective Date: June 12, 2003
Revised Date: July 20, 2006
Revised Date: February 9, 2011
Revised Date: April 9, 2012

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Community Services Community Services Director **Deputy Community Services Directors** Courts City Judge **Court Administrator Court Commissioner Deputy Court Administrators Presiding City Judge** Diversity **Diversity Administrator** Finance and Technology **Budget Manager Deputy Finance and Technology Directors** Finance and Technology Director Fire Assistant Fire Chiefs Fire Chief **Human Resources Deputy Human Resources Director Human Resources Director** Internal Audit City Auditor Police Assistant Police Chiefs Police Chief **Public Works**

Effective Date: June 12, 2003
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Deputy Public Works Directors

Public Works Director

Definitions:

All Unclassified, At-Will employees belong either to the Senior Management Team (department directors, department deputies, and office administrators) or are considered Confidential:

Classified: Includes all employees whose positions have been approved and budgeted by the City Council in the line item, "salaries" (regular employees), and have not been included in the unclassified service. Employees within the classified services are eligible to submit appeals to the Merit System Board.

Unclassified: Includes employees whose administrative necessity dictates that the positions be responsive and accountable to city policy or are temporary and provisional in nature. Employees within the unclassified service are not eligible to submit appeals to the Merit System Board and are at-will employees.

At Will: Employment is subject to termination by the employee or the City at any time for any reason, unless otherwise stated in a written contract of employment.

Confidential: Includes any employee who assists and acts in a confidential capacity to the management personnel who make and implement labor relations policies, or as someone who has regular access to confidential information about future bargaining strategy or changes that the employer anticipates may result from collective bargaining.

Apprøved:

Charlie Meyer, City Manager

Renie Broderick, Human Resources Director

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